



OPEN SPACE EASEMENT VACATION

WHERE TO FILE PETITION:

Department of Planning and Land Use, Zoning Information
5201 Ruffin Road, Suite B
San Diego, CA 92123

Phone: (858) 565-5981

WHAT TO FILE:

1. A completed Acknowledgement of Filing Fees & Deposits (DPLU #126).
2. An accurately drawn detail 8-1/2" x 11" vicinity map showing proposed vacation (DPLU #230).
3. A completed Ownership Disclosure (DPLU #305).
4. A completed Discretionary Permit Application Form (DPLU #346).
5. A completed Application for Environmental Initial Study (DPLU #367), when required.
6. A completed Preliminary Floodplain Evaluation (DPLU #394).
7. A public notice package.
8. Two copies of the slope analysis (see DPLU #374).
9. Ten copies of the plot plan with the area to be VACATED clearly illustrated. Plot plan may be Assessor's sheets.

PROCEDURE:

Once your application has been checked for completeness, a case number is assigned and a file prepared. Notice and request for comments is sent to affected property owners, public utilities, the Department of Public Works (DPW), Real Property Division, and the Sanitation and Flood Control Divisions. Field inspection is normally conducted by the DPW and the Department of Planning and Land Use (DPLU).

Completion of an Environmental Initial Study form is required for all Open Space Vacations. Based on the recommendation of the DPLU and other County agencies, the Director of the Department of Planning and Land Use makes a recommendation to the Board of Supervisors for final decision. The recommendation will be to approve, approve with conditions, or deny.

Recommendation of the Director of the Department of Planning and Land Use is withheld until any conditions of approval have been satisfied. If required, a legal description is prepared by the Real Property Division. The recommendation of the Director of the Department of Planning and Land Use is forwarded to the Clerk of the Board of Supervisors after notice of compliance with conditions, if any, and receipt of legal description. (If conditions are not met within 18 months, a recommendation of denial is sent to the Board of Supervisors.) Upon action by the Board of Supervisors, the file is closed.

FEES:

Required Vacation Filing Fees and Environmental Initial Study Fee – see fee schedule.

FOR ADDITIONAL INFORMATION, CONTACT THE DEPARTMENT OF PLANNING AND LAND USE